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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PARLIAMENT

RECRUITMENT NOTICE PE/155/S — DIRECTOR

(function group AD, grade 14)

DIRECTORATE-GENERAL FOR INTERNAL POLICIES — DIRECTORATE FOR IMPACT ASSESSMENT

(2012/C 114 A/01)

1. Vacant post

The President of the European Parliament has decided to open the procedure for filling the post of **Director** (AD, grade 14) in Parliament's Directorate-General for Internal Policies of the Union — Directorate for Impact Assessment, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ⁽¹⁾ (hereinafter referred to as the 'Staff Regulations').

This selection procedure, which is designed to give the appointing authority a wider choice of candidates, will be conducted at the same time as the internal, interinstitutional recruitment procedure.

Recruitment will be to grade AD 14 ⁽²⁾. The basic salary is EUR 13 216,49 per month. In addition to the basic salary, which is subject to Union tax and exempt from national tax, certain allowances may be payable in circumstances laid down by the Staff Regulations.

Candidates should note that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 29 March 2004.

The post calls for flexibility and involves frequent contact with people inside and outside Parliament, including Members of the European Parliament. The person responsible will be required to travel frequently between Parliament's places of work.

2. Place of employment

Brussels. This post may be transferred to one of Parliament's other places of work.

3. Equal opportunities

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

⁽¹⁾ OJL 124, 27.4.2004, p. 1.

⁽²⁾ On recruitment, officials will be placed in the appropriate step in accordance with Article 32 of the Staff Regulations.

4. Job description

Senior official responsible for performing the following duties, in the light of the guidelines and decisions laid down by the parliamentary authority and the Director-General ⁽¹⁾:

- ensuring the smooth running of a large department in the Secretariat comprising several units covering the areas that fall within the directorate's remit,
- managing, supervising, motivating and coordinating one or more teams; optimising the use of the department's resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.) in the relevant areas of activity,
- planning the directorate's activities (defining objectives and strategies), taking decisions needed to achieve the objectives set, assessing services provided with a view to ensuring quality,
- advising the Director-General, the Secretariat and MEPs in the area of activity concerned, cooperating with the various directorates in the Secretariat,
- managing and seeing through specific projects likely to involve financial responsibilities,
- acting as authorising officer by sub-delegation.

5. Eligibility (profile sought)

The selection procedure is open to candidates who fulfil the following conditions on the closing date for applications:

(a) General conditions

Under Article 28 of the Staff Regulations, candidates must:

- be a national of one of the European Union's Member States ⁽²⁾,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed on them by the laws on military service,
- provide character references appropriate to the performance of the duties concerned.

(b) Specific conditions

(i) Qualifications and professional experience

- A level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is four years or more,
- or
- a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year ⁽³⁾ when the normal period of university education is at least three years.
- At least **12 years'** professional experience gained after obtaining the qualifications referred to in the first indent, including at least **six years** performing managerial duties. Experience of performing impact assessments would be an advantage.

(ii) Knowledge required

- Excellent general knowledge of European affairs,
- excellent understanding of internal, national and international political issues,

⁽¹⁾ For a description of the main tasks, see the Annex.

⁽²⁾ The Member States of the European Union are: Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden and the United Kingdom.

⁽³⁾ This year of experience will not be taken into account when evaluating the professional experience stipulated in the next indent.

- excellent knowledge of how the political groups work, and of their working methods and practices,
- excellent knowledge of the Treaties,
- excellent knowledge of the structure of the European Parliament, the functioning of Parliament's committees, legislative procedures and internal rules and practices,
- excellent knowledge of Parliament's Secretariat, its organisational set-up and environment, and the various players involved,
- excellent knowledge of Parliament's Rules of Procedure,
- excellent knowledge of the Staff Regulations, their interpretation and the derived rules,
- very good knowledge of the Financial Regulation, the Financial Regulation Implementing Rules, the Internal Rules and other subordinate Parliament texts,
- very good administrative knowledge (human resources, management, budget, finance, IT, legal issues, etc.),
- excellent knowledge of management techniques.

(iii) Knowledge of languages

Excellent knowledge of one European Union official language ⁽¹⁾ and very good knowledge of at least one other is required.

The Advisory Committee will take account of knowledge of other official languages of the European Union.

(iv) Skills required

- A flair for strategy,
- management skills,
- forward planning skills,
- communication skills,
- ability to react to events,
- a meticulous approach.

6. Selection procedure

To assist the appointing authority in its choice, the Advisory Committee for the appointment of senior officials will draw up a list of candidates and recommend to the Bureau the names of the persons to be called for interview. The Bureau will adopt the list, and the Committee will conduct the interviews and submit its final report to the Bureau for a decision. At this stage, the Bureau may interview the candidates.

7. Applications

Please apply to the address below (quoting 'avis de recrutement numéro PE/155/S'), enclosing a personal statement and a curriculum vitae (in Europass format) ⁽²⁾:

**Monsieur le Secrétaire général
Parlement européen
Bâtiment Konrad Adenauer
2929 Luxembourg
LUXEMBOURG**

⁽¹⁾ The official languages of the European Union are: Bulgarian, Spanish, Czech, Danish, German, Estonian, Greek, English, French, Irish, Italian, Latvian, Lithuanian, Hungarian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Finnish and Swedish.

⁽²⁾ <http://europass.cedefop.europa.eu/>

Applications must be sent by registered post by **4 May 2012** at the latest, as evidenced by the postmark.

Please note that, if you are called for interview ⁽¹⁾, you must produce by the interview date, in the form of copies or photocopies only, supporting documents relating to your studies, professional experience and current responsibilities. These documents will not be returned to you.

⁽¹⁾ This does not apply to candidates working for the European Parliament on the closing date for applications.

ANNEX

DIRECTORATE-GENERAL FOR INTERNAL POLICIES — DIRECTORATE FOR IMPACT ASSESSMENT**1. Main tasks**

- Coordinating and supervising the directorate's activities
- Exercising appointing authority powers
- Managing projects
- Representing Parliament in various internal committees and interinstitutional forums
- Acting as authorising officer by sub-delegation

2. Establishment plan (2)

- 1 Director
- 1 Assistant

IMPACT ASSESSMENT UNIT

1. Main tasks

- Assess the impact of parliamentary initiatives, in particular of legislative initiatives based on Article 225 and other relevant provisions of the Treaty on the Functioning of the European Union (TFEU) and the impact of substantive parliamentary amendments and review/monitor the Commission (or possibly Council) impact assessment activities and *ex-post* impact assessments
- Conduct budgetary impact assessments and support Parliament in its future role in the economic surveillance mechanism

2. Establishment plan (3)

- 1 Head of Unit
- 2 Administrators

EUROPEAN ADDED VALUE UNIT

1. Main tasks

- Conduct cost/benefit analyses in all policy areas in terms of the European added value of initiatives and the cost of non-Europe
- Contribute to a strengthening of Parliament's institutional independence by helping it to identify, quantify and justify its general policy priorities and study in depth the priorities of the other institutions

2. Establishment plan (6)

- 1 Head of Unit
- 3 Administrators
- 2 Assistants

SCIENCE AND TECHNOLOGY OPTIONS ASSESSMENT UNIT (STOA)

1. Main tasks

- Research to provide scientific substance for STOA studies
- Management of the financial aspects of STOA studies
- Organising the work of the STOA Bureau and Panel
- Organising other STOA meetings (annual conference, ad-hoc workshops and conferences, meetings with the Commission, etc.)
- STOA delegations
- Development of relations with external experts, research institutes and universities
- Training in the area of expertise

2. Establishment plan (8)

- 1 Head of Unit
 - 2 Administrators
 - 5 Assistants
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